

**SUMMARY OF THE
ON-SITE ASSESSMENT COMMITTEE MEETING
MAY 29, 2002**

The On-Site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, May 29, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). Chairperson Alfredo Sotomayor of the Wisconsin Department of Natural Resources led the meeting. The Agenda is given in Attachment A. A list of Action Items is given in Attachment B. A List of Participants is given in Attachment C. *The purpose of the meeting was to address items of importance identified in the Agenda.*

INTRODUCTION

Mr. Sotomayor called the meeting to order by taking attendance and reviewing the agenda.

APPROVAL OF PAST MINUTES

The minutes from the May 15, 2002, teleconference were reviewed and approved as amended.

ANNOUNCEMENTS

- Mr. Sotomayor met last week with Mr. William Ingersoll who was attending the Water Quality Monitoring Conference in Madison, Wisconsin.
- Mr. Sotomayor also met with Mr. Jerry Parr and discussed the not-for-profit organization.

AGENDA REPAIR

The agenda was not altered.

STATUS OF ACTION ITEMS

- Mr. Sotomayor will create the letter to send to the Accrediting Authorities requesting assessor information and will include a PDF form.
- The form to solicit assessors' concerns with NELAC Standards will be discussed by the committee during this teleconference and feedback is needed for completion.
- Ms. Marlene Moore submitted the previous assessor concerns to Mr. Sotomayor for review. Mr. Sotomayor has forwarded this document to the committee for review at this teleconference.
- Mr. Sotomayor spoke with Dr. Fred Siegelman regarding the possible topics for assessor training by OEI.
- Mr. Sotomayor will compose a message of possible topics or questions for assessors to consider as part of the electronic forum with a deadline of June 12, 2002.

ASSESSORS' ELECTRONIC FORUM

Mr. David Friedman gave an overview to the committee of the mechanics of the assessors' forum. There would be 80 telephone lines available: one for each state, one for each EPA region, and the rest for the members of the committee for real-time audio participation and questions. Another option is to have individuals register for the forum, which will give them the capability to login to a server with the capacity to accept up to 300 simultaneous callers who could then upload a PowerPoint presentation via streaming audio. Mr. Friedman will attend an electronic forum Tuesday, June 04, 2002, and will give an overview of the technology. Mr. Friedman will submit the tentative assessor forum date of October 15, 2002, from 1pm-4pm EST. Once confirmation of the forum date is approved, Mr. Sotomayor will send out the form to solicit assessors' concerns. It was also mentioned that if individuals cannot make the forum, it will be archived and accessible from the NELAC website.

In conjunction with the committee's input, Mr. Sotomayor will create and distribute an e-mail with a message in Word and PDF format to the Accrediting Authorities and Ms. Jeanne Hankins the week of June 03, 2002, to request assessor information.

The committee received and reviewed the comments that Ms. Moore provided regarding past assessors' concerns. Mr. Sotomayor will create the assessor form, which should not be construed as a survey, and which will be easy for the assessors to respond to. The form will include the comments that Ms. Moore sent out as suggested topics, along with requesting any input, changes, or suggestions that the assessors may have. Mr. Sotomayor will send the completed form to the Committee members for their review. Once it is approved, it will be sent out to the assessors with a deadline for resubmission of June 21, 2002.

Ms. Moore noted that a frequently heard comment in her classes deals with the responsibility of the assessor to report all deficiencies in the assessment report. This question on reporting deficiencies is not mentioned in Chapter 3, but it is mentioned briefly in Chapter 4 of the NELAC Standards. There is a definition for deficiency within the glossary, but the existing definition is broad and vague. Ms. Moore proposed to add language to Chapter 3. This topic will be added to the agenda for the next teleconference.

PROPOSED NELAC CONSTITUTION AND BYLAWS

Mr. Sotomayor conveyed to the Committee the fundamental changes that are being proposed by the Program Policy and Structure Committee and will be presented at NELAC 8. The members discussed the various proposed changes but offered no comments to relay back to the Program Policy and Structure Committee. It was decided that any concerns would be dealt with on an individual basis.

ADJOURNMENT

The meeting was adjourned as the allotted teleconference time expired. Agenda items not discussed were deferred until the next scheduled teleconference.

FUTURE TELECONFERENCES

The next teleconference is scheduled for Wednesday, June 12, at 1:00 p.m., EDT.

**AGENDA
ON-SITE ASSESSMENT COMMITTEE MEETING
MAY 29, 2002**

1:00 – 1:05	Attendance
1:05 – 1:15	Agenda Repair Announcements Status of Action Items Approval of Past Minutes
1:15 – 2:00	Assessor's Electronic Forum
2:00 – 2:25	Proposed NELAC Constitution and Bylaws
2:25 – 2:30	Next Steps/Adjournment

**ACTION ITEMS
ON-SITE ASSESSMENT COMMITTEE MEETING
MAY 29, 2002**

Item No.	Date Proposed	Action	Date to be Completed
1	5/29/02	Mr. Friedman will reserve date for Assessor forum and send confirmation to Mr. Sotomayor	6/3/02
2	5/1/02	Mr. Sotomayor will create the form to solicit information about AA assessors and send it in email form to the AA's and Ms. Jeanne Hankins.	6/7/02
3	5/15/02	Mr. Sotomayor will compose a message of possible topics or questions for assessors to consider as part of the electronic forum.	6/12/02

**PARTICIPANTS
ON-SITE ASSESSMENT COMMITTEE MEETING
MAY 29, 2002**

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